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03 MAY 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Report --
Week Ending 2 May 1979 (U)

1. Ethics in Government Act: As a result of the Ethics in Government Act of 1978, the Retirement Affairs Division prepared and mailed on 27 April 1979, 42 notices to annuitants, grades GS-16 and above, informing them that since they were Agency employees on 1 January 1979 they must file reports of their financial interest for Calendar Year 1978 if they were employed for longer than sixty days in 1978. In addition, a report was also required for that portion of 1979 prior to the date of their retirement. They were advised that the law provides that these reports will be made available to the public upon request unless the President grants a waiver in the national interest; further, that the Agency is currently seeking such a waiver, but this would in no way affect the requirement to file a report with the Agency for review. The Director appointed the Deputy General Counsel to serve as the "designated Agency official" to receive and review the financial reports submitted under this Act for a determination of whether reporting individuals are in compliance with applicable conflicts of interests laws. Annuitants were advised that the review will be performed by a Financial Disclosure Review Panel which will contact the individuals if there are any questions with regard to the forms they file. Annuitants were sent Standard Form 278 for their completion and return no later than 15 May 1979. Questions will be referred to the Office of General Counsel. (U/AIUO)

2. Focus Group Research: The Chief and Deputy Chief of the Recruitment Division met the president of our advertising firm (Gaynor and Ducas) and Dr. Francine Toll on 27 April 1979. The meeting was to discuss Dr. Toll's report on the focus group research she had recently completed. The results are very interesting in terms not only of the appeal to be made in

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25X1A future advertisements for applicants but also as regards the Agency's image. After further study of the implications of the study, the report will be distributed to managers concerned with these issues. (U/AIUO)

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4. Special Studies: Members of the Review Staff, in response to inquiries from various Agency components, researched and provided appropriate replies to questions on the following:

a. Creditable service for Service Computation Date purposes for personnel on three years leave without pay (LWOP) who interrupt the LWOP to accept other federal employment.

b. The application of the provisions of the Civil Service Reform Act concerning grade and pay retention to employees in the Agency.

c. The application of Senior Executive Service to Agency personnel integrated into other government agencies. (U/AIUO)

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5. Interview Techniques: [REDACTED] of the Office of Training briefed the Position Management and Compensation Division (PMCD) staff on interview techniques. A video tape of [REDACTED] presentation will be prepared for future use in the PMCD training program. (U/AIUO)

6. Health Benefits Claims: The Claims Section of our Insurance Branch processed a record total of 3,583 claims for a one-month period (25 February 1979 - 24 March 1979). This represents a significant increase over a comparable period in 1978 in which 2,078 claims were processed. Equally significant is the fact that the Claims Section is fully current in its claims processing activity. Except for those claims submitted

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without complete information or documentation, they are now being put into actual process within one to three work days of receipt. (U/AIUO)

7. Educational Aid Fund: To date, we have received 103 Educational Aid Fund applications. Eighty-five applications are complete with 18 awaiting additional information. (U/AIUO)

8. Special Movie: The Office of Training is preparing a film on an actual case of an employee processing for a two-year overseas tour. Central Processing Branch's portion is being filmed on 2 and 3 May with four or five employees taking part in the movie. It is our understanding that the movie will depict the overseas move from beginning to end starting in the area division, moving to Central Processing Branch and on to the actual pickup of the household effects, etc. (U/AIUO)

9. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began is 70. (U)

10. Rehired Annuitants: See attached report. (S)

COMING EVENTS

(1) Continuing study projects:

- a. Performance appraisal system
- b. NAPA report analysis (U/AIUO)

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(2) [REDACTED] will address the Agency's Military Reservists on Monday, 7 May 1979, at 1745 hours in the Headquarters auditorium. The subject will be the National Military Command Center. (U)

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Harry E. Fitzwater

Att

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EA/OD/Pers:kay (3 May 79)

1 May 1979

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (25 April - 1 May 1979) (U)

1. The following rehired civilian annuitant case was processed
as a new hire:

NFAC

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for

DDO

DDS

DDO

- Independent Contractor, ORPA,
effective 1 May 1979. (U)

rehired civilian annuitant cases were approved

- Independent Contractor, CI Staff,
two-week extension. (C)
- Independent Contractor, CI Staff,
three-month extension. (C)

- Independent Contractor, ORD,
one-year extension. (U)

rehired civilian annuitant case was terminated:

- Independent Contractor, EUR,
terminated 28 February 1979. (S)

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